

BOROUGH OF CHAMBERSBURG
PARADE or EVENT PERMIT APPLICATION

RESPONSIBLE APPLICANT'S NAME _____

RESPONSIBLE APPLICANT'S ADDRESS _____

PHONE _____ E-MAIL _____ FAX _____

NAME OF EVENT _____

DATE OF EVENT _____ START TIME _____ END TIME _____

APPROXIMATE # OF PEOPLE _____ VEHICLES _____ ANIMALS _____

HAVE YOU HAD THIS SAME EVENT IN THE PAST? _____

WILL YOUR EVENT OCCUPY **ANY** PUBLIC LAND OR STREET(S)? YES NO
IF YES, WHAT PUBLIC LAND OR STREET(S) _____

WILL YOU NEED: (PLEASE CIRCLE)

ELECTRIC SERVICE	YES	NO
FIRE POLICE ASSISTANCE	YES	NO
POLICE ASSISTANCE	YES	NO
TRAFFIC CONES	YES	NO
WATER SERVICE	YES	NO

WILL YOU HAVE: (PLEASE CIRCLE)

ANIMALS	YES	NO
BANNER(S) (MAY NOT BE PERMITTED)	YES	NO
FIREWORKS (REQUIRES A PERMIT)	YES	NO
FOOD SERVED (REQUIRES A PERMIT)	YES	NO
LIVE ENTERTAINMENT (AMPLIFICATION)	YES	NO
TENTS	YES	NO

**PLEASE DESCRIBE YOUR EVENT IN DETAIL ON BACK OF THIS FORM AND
INCLUDE ANY MAPS**

By signing this Permit Application, the applicant agrees to comply with Borough of Chambersburg Code of Ordinances, Chapter 204, Parades and Public Gatherings

Signature of Applicant _____ Date _____

BOROUGH PERSONNEL: Please refer to back of form for authorization signatures

DETAILED DESCRIPTION OF EVENT (INCLUDE VENDOR NAMES, STREET CLOSURES, ETC.)

INTERNAL BOROUGH DEPARTMENT SIGN OFF FOR PARADE or EVENT

Planning/Zoning _____ Comments: _____

Electric _____ Comments: _____

Gas _____ Comments: _____

Public Works _____ Comments: _____

Water/Sewer _____ Comments: _____

Police Department: This event will need NO LESS than:

_____ Police Officers for Crowd Control

_____ Personnel for Traffic Control (personnel can come from other departments)

Comments: _____

Fire Department: This event REQUIRES _____ Fire Department Personnel

Comments: _____

Please contact Jody if you have any concerns.

Return form to JODY **no later than two weeks** from original request date.

Thank you.

ADDITIONAL REQUIREMENTS OF A PARADE PERMIT

If private property is used for parade formation or disbanding, provide name, address, phone number of private property owner. Also, attach a letter of permission granted by the private property owner.

CERTIFICATE OF INSURANCE:

Prior to issuance, you will need to provide a Certificate of Insurance evidencing that the responsible parties maintain insurance which will protect that person and the Borough of Chambersburg from claims for damages for personal injury, including accidental death, as well as claims for property damages which may arise from the conduct of the parade. Excluded from any claim for damages will be damages related to persons objecting to the content of the proposed or actual message of the applicant. The amounts of such insurance shall be as follows:

Public liability insurance in an amount of not less than \$1,000,000 for injuries, including accidental death, to any one person and property damage insurance in an amount of not less than \$1,000,000. The Certificate of Insurance shall name the Borough of Chambersburg as an additional insured and shall be provided by an insurance company authorized to do business in the Commonwealth of Pennsylvania and acceptable to the Borough.

MANDATORY RECYCLING:

Recycling is required at all community events, all parades, and any other event or activity in the Borough. The community activity's sponsor will be responsible for obtaining recycling containers from the Borough's Sanitation Department at 261-3213. The Borough will collect the containers at the conclusion of the event. We ask the public to be diligent in properly disposing of all aluminum cans, clear and colored glass, steel and bi-metal cans into the recycling containers.

PLACES TO CALL:

FOOD – You must contact Commonwealth Code Inspection Services, 1102 Sheller Avenue, Chambersburg, PA. for an application for a Health/Food License. 717-262-0081

POLICE – You must contact the Chambersburg Police Department within 24 hours of receiving the Permit of your need for Police Assistance. 717-264-4131

FIRE POLICE – You must contact the Chambersburg Fire Police within 24 hours of receiving the Permit of your need for Fire Police Assistance. 717-264-6274

The Borough of Chambersburg reserves the right to withdraw permission to conduct the event if any of the above is not adhered to.

The Chambersburg Police Department reserves the right to withdraw permission to conduct the event if they feel that due to severe adverse weather or traffic conditions the event would be unsafe.